



JOB DESCRIPTION

Title: **KITCHEN ASSISTANT**
Department: Heritage Center
Class Code: 8277
FLSA Status: Non-Exempt
Effective Date: April 1, 1994 (Rev 02/2006)
Grade Number: 1

GENERAL PURPOSE

Under the supervision of the Meals Program Supervisor, responsible for assisting with the Center's meal program which includes clean-up, serving, and occasional food preparation as assigned.

EXAMPLE OF DUTIES

- *-- Under the general instruction of the Meals Program Supervisor, performs general kitchen duties in the preparation, serving, and clean-up of the Center's meals.
- *-- Insures compliance with federal, state and local health and safety regulations.
- *-- Operates and cleans a variety of specialized food service equipment, i.e. coffee maker, automatic dishwasher, commercial ovens and mixer, meat slicer and steam tables.
- *-- Cleans and inventories supplies.
- *-- Responsible for cleaning and general maintenance of the kitchen and dining room. With emphasis in the area of cleanup during the meal preparation and after the meal has been served.
- *-- Monitors general operations of the dining room activities as related to the meal program.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Six months experience in the food service industry.

Necessary Knowledge, Skills and Abilities

- Knowledge of safety precautions common to the food service trade; knowledge in regard to hygiene and sanitary precautions common to the food service trade.
- Ability to read and understand instructions and recipes; ability to communicate both verbally and in writing.
- Continuous contact with the public with good public relations skills.
- Ability to perform under pressure.

Special Requirements

- Must possess a valid Salt Lake County food handlers permit.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, talk or hear; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is regularly required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderately loud.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.